

STAGE MANAGER CHECK LIST

Production: _____

Date: _____

Stage Manager: _____

6:00 (or 15 minutes before actor call)

- _____ Sign in
- _____ Unlock theatre doors
- _____ Turn on theatre work lights
- _____ Unlock dressing and makeup room and green room
- _____ Turn on dressing room lights
- _____ Unlock booth
- _____ Unlock properties cabinet
- _____ Put ghost light away
- _____ Find out who will be the technician on call.

6:30 (or 10 minutes after actor call)

- _____ Check that all actors have signed in. CALL LATECOMERS IMMEDIATELY.
- _____ Sign in all running crews. CALL LATECOMERS IMMEDIATELY.
- _____ Check all headsets (booth, backstage)
- _____ Check monitor system (dressing room, green room, booth)
- _____ Make sure all crew checks have begun

- _____ dimmer check
- _____ sound check
- _____ costume check

_____ Check the following yourself:

- _____ set
- _____ properties
- _____ furniture

6:45

- _____ Give "15 minutes to house is open, please" call
- _____ Check that all running lights are in working order

- _____ Have actors check properties
- _____ Synchronize watches with house manager

6:50

- _____ Make sure all checks are complete
- _____ Turn off work lights
- _____ Note that lighting and sound pre-set are up
- _____ Be sure light board has control of house lights
- _____ Give "Stage is closed, please," call
- _____ Do final visual check of stage
- _____ Give "Places" for crew call

6:55

- _____ Give go or hold to house manager
- _____ Make sure work lights are off and that masking is down
- _____ Listen for crew on headset to sign on